

**21 MAY 1996**



**Personnel**

**AIR FORCE MATERIEL COMMAND (AFMC)  
MANPOWER MANAGEMENT AWARDS FOR  
PROFESSIONAL EXCELLENCE**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Pages: 3

Distribution: F;X

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This instruction implements AFD 36-28, *Awards and Decorations* and AFI 36-2832, *Manpower Management Awards for Professional Excellence*. It provides procedures for submitting nominations for AFMC manpower management awards. This instruction does not apply to Air National Guard or Air Force Reserve units and members.

**1. Types of Awards and Eligibility.** All AFMC installation manpower offices (MO), field operating agencies, and headquarters agencies and their respective personnel are eligible (regardless of Air Force specialty codes).

1.1. AFMC has established the following awards:

- 1.1.1. The HQ AFMC Manpower Management Officer of the Year.
- 1.1.2. The Field AFMC Manpower Management Officer of the Year.
- 1.1.3. The HQ AFMC Manpower Management Airman of the Year.
- 1.1.4. The Field AFMC Manpower Management Airman of the Year.
- 1.1.5. The HQ AFMC Manpower Management Civilian of the Year.
- 1.1.6. The Field AFMC Manpower Management Civilian of the Year.
- 1.1.7. The Joanne Welch Manpower Management Civilian of the Year.
- 1.1.8. The Large Suggestion Program Manager of the Year (for installations with more than 5,000 assigned strength).
- 1.1.9. The Small Suggestion Program Manager of the Year (fewer than 5,000 assigned strength).
- 1.1.10. The Large Installation Manpower Office of the Year (for offices that have 10 or more total authorizations).

1.1.11. The Small Installation Manpower Office of the Year (9 or fewer total authorizations).

1.2. The HQ and Field Manpower Management Officer, Airman, and Civilian awards will be consolidated for a single category submission to compete for the Air Force award.

1.3. The overall civilian AFMC winner will be the recipient of the Joanne Welch Manpower Management Civilian of the Year Award.

## **2. Description of the Awards:**

2.1. The Small Installation and Large Installation Award winners receive an engraved plaque for their office. The individual members of each office receive recognition certificates. Installation award winners represent AFMC in Air Force competition.

2.2. The HQ and Field Manpower Management Officer, Airman, and Civilian Award winners receive an engraved plaque and recognition certificate.

2.3. The overall civilian AFMC winner will receive a certificate as recipient of the Joanne Welch Manpower Management Civilian of the Year Award.

2.4. The Small and Large Suggestion Program Manager of the Year Award winners receive an engraved plaque and recognition certificate.

2.5. Awards will be presented in the following year during the annual AFMC Manpower and Organization Conference.

**3. Nominations.** The MO of each field agency or field operating agency, and each branch at headquarters level may submit one nomination for each applicable award covering the previous calendar year.

3.1. Prepare each nomination on a single AF Form 1206, **Nomination for Award**, or use the same format on a single sheet of plain bond paper.

3.2. Describe the accomplishments and contributions to manpower management that make this manpower office or individual the best performer in AFMC. Include specific information on any or all of the following:

- Impact on customers.
- Advancements in manpower management capability.
- Quantifiable benefits.
- Improved quality of output.
- Increased mission benefits.
- Other significant improvements that resulted from the nominee's contributions.

3.3. Use a one-page, single-spaced, bullet format.

3.4. Write in concise, straightforward, factual language.

3.5. Do not include binders, covers, separate tabs, photographs, or additional attachments.

3.6. Submit nomination packages to HQ AFMC/XPM, 4375 Chidlaw Road, Suite 6, WPAFB Ohio 45433-5006, by the last day of December, under a single letter of transmittal signed at the MO chief (for field agencies) or branch chief (for headquarters) level. Include the project officer's:

- Name.
- Grade.
- Office symbol.
- Defense switched network (DSN) telephone number.

#### **4. Selection:**

4.1. Overall individual and office winners are determined by scores (ranking candidates in each category in descending order of priority) submitted by field MO chiefs and HQ AFMC/XPM branch chiefs.

4.1.1. Complete packages and ballots are forwarded to the field MOs and HQ AFMC/XPM branches for scoring. Each MO and branch chief will score all categories.

4.1.2. Scores are determined using a number priority system (# 1 being first choice for the award, # 2 second choice, etc.).

4.1.3. Ballots are forwarded to HQ AFMC/XPM and tallied using averages. Winners in the respective areas are based on the lowest overall scores. For the Manpower Management Officer, Airman, and Civilian Awards; the individual with the lowest overall score will represent AFMC in Air Force competition.

#### **5. Responsibilities:**

5.1. HQ AFMC/XPM will:

5.1.1. Send reminders, in the form of memo, to the MO of each field agency, field operating agency, and each branch at headquarters level by the second week of October notifying when and how to submit nominations.

5.1.2. Provide complete packages and ballots to each field MO and headquarters branch.

5.1.3. Announce the award winners and obtain the award plaques and certificates.

5.1.4. Forward overall AFMC winners to USAF/PE for further Air Force competition.

5.1.5. Consolidate packages and make any necessary corrections.

5.2. Field MOs and headquarters branches will submit timely and accurate packages.

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